

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Transit Supervisor

BAND	GRADE	
NE	620	
DEPARTMENT: City Transit	ACCOUNTABLE TO: Division Manager	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for the supervision and scheduling of transit operators and dispatchers. Duties include: coordinating usage of vehicles; supervising staff; conducting employee performance evaluations; preparing reports; participating in the purchasing process; responding to complaints and resolving problems; giving presentations; developing methods to respond to public needs and operate efficient and effective services; and, developing surveys to determine customer satisfaction and needs.		
DISTINGUISHING CHARACTERISTICS: The Transit Supervisor is the second level in a three level transit series. The Transit Supervisor is distinguished from the Transit Lead in that the Supervisor has full supervisory authority. The Transit Supervisor is distinguished from the Division Manager in that the Manager has responsibility for the overall management of the transit system.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
1.	Supervises and coordinates daily transit operations to include: coordinating usage of vehicles, developing methods of operation to meet the public demand for service, monitoring and assigning work of staff and completing performance evaluations.	Daily	
2.	Assists in the development and administers operational policies and procedures; enforces compliance with rules and regulations.	Daily	
3.	Researches and resolves complaints and problems.	Weekly	
4.	Participates in meetings and serves on committees for transportation/transit issues.	Monthly	
5.	Assists in preparing the department budget and tracks the budget.	Monthly	

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6.	Develops and maintains customer databases.	Monthly	
7.	Participates in purchasing materials and supplies.	Monthly	
8.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory theories and principles;
- Traffic and safety laws;
- Vehicle operations;
- Transit systems;
- Record keeping practices.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating staff;
- Preparing clear and concise reports;
- Administering contracts;
- Developing schedules;
- Giving presentations;
- Coordinating transit operations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and five years experience in transit operations; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License with Commercial endorsement and Passenger endorsement.

Physical Requirements:

Positions in this class typically require: sitting, mobility, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (BEO)

Date: 05/98

Rev: 05/02 (skm); 05/03 (sjp); 07/07 (jls)

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